Native Village of Eyak 110 Nicholoff Way P.O. Box 1388 Cordova, Alaska 99574-1388 P (907) 424-7738 * F (907) 424-7739 www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Human Resources Manager

This position is responsible for all aspects of the Human Resources Department including recruitment and orientation, benefits management, wage rates, and employment law compliance.

Team: Administration **Salary Range:** DOE

Reports to: Executive Director **Schedule:** Fulltime, Regular **Salary Status:** Exempt **Last Revised:** August 2021

This position establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Oversees recruitment of employees and ensures adherence to established policies and procedures.
- Oversees orientation of new employees and ensures adherence to established policies and procedures.
- Sends out updates to personnel policies and other HR information to employees.
- Manages individual employee benefits, reconciles, and prepares reports.
- Serves as Plan Administrator for retirement account, completes annual 5500 reporting and Non-discrimination testing.
- Responsible for annual 1095-c reporting and filing.
- Keeps current on Federal Labor Standard Act, Family Medical Leave Act and other regulations.
- Prepares payroll change information for payroll clerk, reviews and approves payroll for processing.
- Maintains electronic and physical employee files.
- Responsible for all benefit and compensation management.
- Supervises the Human Resources Assistant.
- Maintains the staff directory.
- Works with the Executive Director to strategically plan for future human resource needs-compensation, staffing levels, education, space, etc.
- Develops and recommends policy and procedures to the Executive Director.
- Responsible for preparing renewals for all general and health insurance.
- Reconciles workers comp premiums and compiles Workers Comp Audit annually.
- Maintain high levels of confidentiality in accordance with HIPAA and HITECH, including all applicable regulations.
- Assists with emergency management, planning, and deliverables.
- Other duties as assigned.

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Competencies (Knowledge, Skills and Abilities)

General knowledge of wage and hour laws and principles and practices of personnel administration; ability to establish and maintain effective relationships with other management staff, employees, and the general public; excellent business writing skills; proficient in excel; good general accounting knowledge.

Experience Requirement

Successful applicant should have a minimum three years of experience in an administrative accounting role. Three years human resource experience preferred.

Education Requirement

Bachelor's Degree in Human Resources or related field preferred. College-level course work in human resources and/or accounting fields or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Performance Standard

- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the HR program.
- Regularly use mental, oral and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate HR and NVE policies, procedures, goals and objectives pertaining to HR tasks.
- Typically move about and lift up to 25 lbs. to coordinate work.
- Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.
- Constantly use memory or otherwise access mental information pertinent to work.

Environmental Factors

Majority of work to be completed inside administrative office building, limited work to be completed in primary care clinic and outdoors, limited exposure to outside inclement weather, limited chance of exposure to blood-borne and infectious pathogens.

DisclaimerNothing in this job description restricts NVE's right to assign or reassign duties and

responsibilities to this job at any				
Employee Signature	Date	Supervisor Signature	Date	
Team Leader Signature	Date			